

MEDICAL ASSISTANT INFORMATION SESSION

TRINITY RIVER EAST CAMPUS

**TARRANT COUNTY COLLEGE
DISTRICT**



INTRODUCTION TO MEDICAL ASSISTANT

Certificate in Medical Assistant

Introduction

- **Medical assisting is one of the nation's careers growing much faster than average for all occupations, according to the United States Bureau of Labor Statistics, attributing job growth to the following:**
 - **Predicted surge in the number of physicians' offices and outpatient care facilities**
 - **Technological advancements**
 - **Growing number of elderly Americans who need medical treatment**

MEDICAL ASSISTANT JOB RESPONSIBILITIES:

- **Medical assistants are cross-trained to perform administrative and clinical duties.**
- **Here is a quick overview (duties vary from office to office depending on location, size, specialty, and state law):**
 - **Administrative Duties (may include, but not limited to):**
 - Using computer applications
 - Answering telephones
 - Greeting patients
 - Updating and filing patient medical records
 - Coding and filling out insurance forms
 - Scheduling appointments
 - Arranging for hospital admissions and laboratory services
 - Handling correspondence, billing, and bookkeeping

MEDICAL ASSISTANT JOB RESPONSIBILITIES CONTINUED:

- **Clinical Duties (may include, but not limited to):**
 - Taking medical histories
 - Explaining treatment procedures to patients
 - Preparing patients for examination
 - Assisting the physician during exams
 - Collecting and preparing laboratory specimens
 - Performing basic laboratory tests
 - Instructing patients about medication and special diets
 - Preparing and administering medications as directed by a physician
 - Transmitting prescription refills as directed
 - Drawing blood
 - Taking electrocardiograms
 - Removing sutures and changing dressings

CAREER OPPORTUNITIES

WHERE CAN I WORK AS A MEDICAL ASSISTANT?

- **Physician's office**
- **Ambulatory Clinics**
- **Podiatry clinics**
- **Specialist clinics**
- **Chiropractic Clinics**
- **Laboratory**
- **Hospitals**
- **Insurance Company**

Average Starting Wage \$16.68/hr



APPLICATION PERIOD

May 1st through July 31st

For Fall Admission

Online Application (Print and Fill Out)

**You can bring your application to an advisor for
review**

OR

Mail it in:

Attention: Medical Assistant Application

245 E. Belknap

Fort Worth, Texas 76102

PROGRAM CONTENT: FIRST SEMESTER

- **40** credit hours to earn the certificate
- **2** semesters to complete the MA Program

Courses:

- **Fall First 8 week Term**
 - **HPRS 1206 Essentials of Medical Terminology**
 - **MDCA 1310 Medical Assistant Interpersonal and Communication Skills**
 - **MDCA 1409 Anatomy and Physiology**
- **Fall Second 8 week Term**
 - **HPRS 1304 Basic Health Profession Skills**
 - **MDCA 1352 Medical Assistant Lab Procedure**
 - **MDCA 1417 Procedures in Clinical Setting**
 - **MDCA 1160 Clinical Experience**

PROGRAM CONTENT: SECOND SEMESTER

Courses:

- **First 8 Week Term**
 - **MDCA 1321 Administrative Procedures**
 - **MDCA 1448 Pharmacology and Administration of Medication**
 - **MDCA 1302 Human Disease and Pathophysiology.**
 - **MDCA 1161 Clinical Experience**
- **Second 8 Week term**
 - **MDCA 1343 Medical Insurance**
 - **MDCA 1305 Medical Law and Ethics**
 - **MDCA 1254 Medical Assistant Credentialing Exam Review**
 - **MDCA 162 Clinical Experience**

WEEKEND PROGRAM

- **Classes are held Friday, Saturday and Sunday between 8 AM and 6 PM.**
- **Your Clinical Experience is during the week one or two days per week .**
- **You must be able to commit at least two days during week to complete your 192 hour.**
- **Clinical Experience is 20 weeks.**

COST OF PROGRAM

- **\$3,500: approximate cost of the program (In-County Tuition)**
- **Compare to : Private Institution in FT Worth**
- **Brightwood College / Arlington ---- 18 months ----- \$ 29,500**
- **College of Healthcare Profession ----9 months----- \$ 15,800**
- **Altierus Career College ----10 ½ months ----- \$ 12,862**
- **Remington College ----- 12 months ----- \$ 15,161**

MEDICAL ASSISTANT ADMISSION PROCESS

- After being accepted to TCC, you must meet the following requirements to be eligible to submit a separate application to the program.
 - **Am I eligible to apply?**
 - No minimum GPA required for this program.
 - You must have a high school diploma or GED.
 - You must be a minimum of 18 years of age in order to attend the clinical portion of the program.
 - You must [apply to TCC](#), be accepted as a student and get a TCC Student ID number **before** you apply to the MA Program.
 - You must meet the [TSI requirements](#) for enrolling in college credit courses.
 - We **require** that you submit a **copy** of your **current** CPR BLS (American Heart Association) card with your application to the program.
 - You must meet [performance requirements](#) to ensure patient safety and welfare.
 - Provide records of immunization.

We strongly suggest that you take HPRS 1206 (Medical Terminology) HPRS 2200 (Pharmacology) and HPRS 2201 (Pathophysiology)

MEDICAL ASSISTANT CERTIFICATION EXAM

National Center for Competency Testing

- **National Certified Medical Assistant
Exam**
 - **150 Questions**
 - **3 hours test**
 - **Cost \$ 90**

FAQ

**If you have any questions, please
contact:**

TR.HealthCareAdvising@tccd.edu

Program Director:

miguel.gonzalez@tccd.edu



PLEASE PAY ATTENTION!

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